

Libr 259-01: Preservation Management

Instructor: Amy Rudersdorf [amy.courses@gmail.com]

Contact information

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Phone: 919-744-7485 (Please keep in mind that I am on Eastern Time; no calls after 5pm PST)

Office Hours: via email (hours to be decided during the first week of class), or by appointment

I encourage you to email me with questions or personal matters related to the course. If your question is of a general or technical matter, please post it to the course discussion called "General Q&A" so that others in the class may benefit from the answer.

Course Description

The course will provide students with a broad foundation in the historical, theoretical, managerial, analytical, and practical aspects of preservation, through the perspective of a practicing digital preservation librarian. About a quarter of the class will be dedicated to traditional preservation issues, over half to digital preservation management, and the remaining portion will address issues that relate to both. "Digital preservation," "digital archiving," and "digital curation" are all terms that relate to the long-term management of electronic data created by various institutional, governmental, and corporate entities. These concepts will be discussed in the context of e-government, e-commerce, education and research, e-heritage, digital libraries, digital humanities, and personal archival collections.

This field is evolving rapidly, and some technical knowledge is necessary to understand the implications of this evolution. So, a few modules will offer an overview of key technical concepts.

Readings and lectures will provide:

- an overview of preservation history and the development of preservation as a discipline;
- an awareness of the importance of appropriate environmental factors for long-term management of library and archival collections;
- an understanding of text in a historical context and as a stable preservation method;
- an overview of the origination and implications of microfilming, mass deacidification, and scanning as "preservation methods";
- an examination of OAIS, PREMIS, TRAC, and other preservation tools and models;
- a comparison of digital preservation activities in public, academic, and corporate library and archives settings, as well as how these differ to traditional preservation activities;
- an understanding of the practice of digital curation;
- an introduction to preservation management topics, including economic issues, planning, staffing, and policy development;
- the fundamentals of disaster preparedness and response; and
- an awareness of current digital repositories and systems.

I believe, and research supports this, that you learn best through active engagement with the course materials. In addition to weekly readings from professional literature, this course will feature weekly "lectures" - a combination of text, multimedia, activities, and guest speakers - that will provide further information on the week's topic and engage you in thinking about and working with the course materials. Class discussions and synchronous office hours will enrich the students' experience and help to strengthen our learning community.

CATALOG DESCRIPTION

An introduction to the activities and techniques used to preserve manuscript, printed, and electronic materials. Examination of different preservation techniques, and their attendant philosophies, used over the ages, from chaining materials to desks to the current practice of digital imaging.

Prerequisites: LIBR 200, 202, 204

Student Learning Objectives

Through lectures, online and in-class discussion, assignments and readings, students will be able to:

- Summarize why analog and digital library and archival materials deteriorate;
- Identify key concepts in digital preservation including the OAIS model, PREMIS, TRAC, digital curation, and current repository "solutions";
- Describe the technical challenges to sustainability and long-term access;
- Locate information about and employ treatment and reformatting options for library and archival materials;
- Recognize and appreciate preservation as one of the central management functions in libraries and archives, and explore the interdependencies between library departments;
- Identify and implement elements of comprehensive preservation plans and workable preservation policies for libraries and archives;
- Locate information about and employ disaster prevention and response strategies; and
- Identify, interpret, and evaluate information sources on preservation available through publications and organizations, including technical standards, program development tools, scientific and administrative research reports, and advocacy literature.

CORE COMPETENCIES

LIBR 259 supports the following SLIS core competencies:

- Use the basic concepts and principles related to the creation, evaluation, selection, acquisition, preservation an organization of specific items or collections of information;
- Evaluate programs and services on specified criteria;
- Demonstrate proficiency in the use of current information and communication technologies, and other related technologies, as they affect the resources and uses of libraries and other types of information providing entities;
- Apply the fundamental principles of planning, management and marketing/advocacy.

Required Texts & Readings

There is no required textbook for this course. Instead, a majority of the readings are available for free on the web and URLs will be provided in D2L / the syllabus. Occasionally, you will need to obtain readings from King Library or from other sources -- this will be made clear on D2L / the syllabus. In some cases, you will need to "view" websites, "do" an online activity, or "watch" videos in addition to completing readings.

In all cases, required readings, website reviews and online activities, and videos should be completed during the week they are assigned.

Recommended Readings

No academic librarian or person interested in preservation issues should miss the popular, controversial book about preservation, and especially preservation microfilming, seen from the point of view of a dedicated library user and novelist:

- Baker, Nicholson. (2001) *Double Fold: The Assault on Paper by Libraries*. New York: Doubleday.

Other recommended readings:

- Banks, P.N., & Pillette, R. (2000). *Preservation: Issues and Planning*. Chicago: American Library Association. Available through Amazon: 0838907768.
- Stille, A. (2003). *The Future of the Past*. Picador. Available through Amazon: 0312420943.

Mode of instruction

This course will be almost entirely asynchronous. We will use D2L for online discussions, for the submission of assignments, and for accessing readings and course materials. Attendance at the synchronous Elluminate office hours is optional; these times are intended for me to answer students' questions, for students to get to know me and each other, and for students who would prefer to interact in a synchronous environment. Office hours will be recorded for those who do not attend.

Assignments

For due dates, detailed requirements, and grading rubrics for each of the assignments, please see the [Assignments page](#).

Assignments will total 600 points

1. Book soaking exercise (100 points)
 - Requires you to soak any book of your choosing and then attempt to save it through a drying method of your choice. You will write journal your the exercise, including your drying method and the results.
2. Digital preservation terms (90 points)
3. Personal digital curation activity (100 points)

- Involves selecting, managing, and ensuring the sustainability of and access to a digital collection for several weeks of the semester.
- 4. Final research paper (200 points)
- 5. Discussion Forums Participation & Abstract (110 pts - 10 points for each of 10 weeks of graded discussions, and 10 points for abstract)
 - Everyone is expected to participate vigorously in course discussions and abstract creation. Participating in the class is part of the learning experience, as the discussions and activities are designed to help you understand and master the course content. In addition, the diversity of experiences you all bring to the course is what makes our discussions interesting – so we need to hear everyone’s voice!

Assignments Submission Format

Assignments must be double-spaced using a 12-point font, and utilize a one-inch margin all around. You will attach to each assignment a “signed” academic integrity pledge, which will be available through D2L. The minimum and maximum length of each written assignment will be provided. Points will be deducted for assignments that exceed the maximum or are less than the minimum length.

Late Work

Assignments are expected by 11:59 pm on the day that they are due. 10 points per day will be deducted for assignments turned in after the due date without prior approval. If your life circumstances require you to seek an extension, please do so at least a week before the assignment is due. No extensions will be granted for discussion posts or the “wik-tionary” assignment, because other students will be dependent on your work to complete their own. I also reserve the right to give individuals firm deadlines by which any late work must be turned in.

Grading scale

The standard SJSU SLIS Grading Scale is utilized for all SLIS courses:

97-100 A	85-87 B-	73-75 D+
94-96 A-	82-84 C+	70-72 D
91-93 B+	79-81 C	67-69 D-
88-90 B	76-78 C-	Below 67 F

In order to provide consistent guidelines for assessment for graduate level work in the School, these terms are applied to letter grades:

- “C” represents Adequate work; a grade of “C” counts for credit for the course;
- “B” represents Good work; a grade of “B” clearly meets the standards for graduate level work;
- For core courses — LIBR 200, LIBR 202, LIBR 204 — SLIS requires that students earn a B in the course. If a student does not earn a B they will need to retake the course.
- “A” represents Exceptional work; a grade of “A” will be assigned for outstanding work only.

Students are advised that it is their responsibility to maintain a Grade Point Average (GPA) of 3.0.

Academic Integrity

Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at http://sa.sjsu.edu/student_conduct. Please also see the section "Assignments Submission Format" to read about the required Academic Integrity Pledge.

Examples of plagiarism are available here: <http://www.princeton.edu/pr/pub/integrity/o8/plagiarism/>

Reasonable Accommodation of Disabilities

If you need course adaptations or accommodations because of a disability, please email me as soon as possible. Presidential Directive 97-03 requires that students with disabilities register with the Disability Resource Center (DRC) to establish record of their disability.

No matter where students reside, they should contact the SJSU DRC to register. The DRC Web site: <http://www.drc.sjsu.edu/>

Week 1 (Intro, Overview, & History)

REVIEW FLORENCE FLOOD PHOTOS:

- Documents drying on racks. <http://www.gettyimages.com/detail/news-photo/flood-damaged-documents-drying-on-racks-in-florence-1966-news-photo/50674908>
- Volunteers washing flood-damaged books in railway station. <http://www.life.com/news-pictures/50397080/volunteers-washing-flood-damaged-books-i>
- More images from *Life* Magazine: <http://www.life.com/search/?q=florence+flood&k62929=Flood&k66815=1966>

READ:

- Edwards, Paul N. 2008. "How to read a book." <http://pne.people.si.umich.edu/PDF/howtoread.pdf>
- Chodorow, Stanley. 2006. "To Represent Us Truly: The Job and Context of Preserving the Cultural Record." *Libraries & the Cultural Record* 41:3 (available through [jstor -- King Library](#))
- Clarkson, Christopher. 2003. "The Florence Flood of November 1966 & its aftermath." National Diet Library of Japan. http://www.ndl.go.jp/en/publication/ndl_newsletter/135/353.html >> *Scroll to the bottom of the page.*
- Cloonan, Michele Valerie. 2010. Conservation and Preservation of Library and Archival Materials. *Encyclopedia of Library and Information Sciences*, Third Edition. 1250-1268. *Available through SJSU online catalog.*

WATCH:

- 1968. "The Restoration of books." Royal College of Art, London.
<http://stream.scl.utah.edu/index.php/details/item/284> [Film about the Florence flood; sometimes streaming can be challenging. Be patient.]

Week 2 (Care & Handling of library materials)

Module 1: The Environment

READ:

- 2003. "Invasion of the Giant Mold Spore." Lyrasis <http://www.lyrasis.org> (Use the search box on the Lyrasis site to locate this article.)
- 2007. "Environmental Specifications for the Storage of Library & Archival Materials." Lyrasis. <http://www.lyrasis.org> (Use the search box on the Lyrasis site to locate this article - search on "environmental specifications.")
- "Monitoring Temperature and Relative Humidity." NEDCC Leaflet
2:2 http://www.nedcc.org/resources/leaflets/2The_Environment/02TemperatureAndHumidity.php
- "Integrated Pest Management." NEDCC Leaflet
3:10 http://www.nedcc.org/resources/leaflets/3Emergency_Management/10PestManagement.php

Module 2: Care & Staffing

REVIEW:

- "Care of Library Collections: A Role for Everyone." UC San Diego, Preservation Department. <http://libraries.ucsd.edu/preservation/libcoll.html>
- Murder in the Stacks. <https://www1.columbia.edu/sec/cu/libraries/bts/preservation/care/index.html>
- "Human enemies." New York University Preservation Department. <http://library.nyu.edu/preservation/exhibits/presexh/human.htm>
- "Resources for Preservation Staff and User Education," Lyrasis. <http://www.lyrasis.org/Products-and-Services/Digital-and-Preservation-Services/Resources-and-Publications/Resources-for-Preservation-Staff-and-User-Education.aspx>

READ:

- 2009. "ACRL/RBMS Guidelines Regarding Security and Theft in Special Collections," American Library Association, Association of College and Research Libraries.
http://www.ala.org/ala/mgrps/divs/acrl/standards/security_theft.cfm
- 2009. "Repository of History Has Items Disappearing." *The New York Times*.
<http://www.nytimes.com/2009/07/05/us/05archives.html>
- "Care, Handling and Storage of Books." Library of Congress. <http://www.loc.gov/preservation/care/books.html>

Week 3 (Preservation Formats)

Module 1: Text as a Stable Preservation Method

READ:

- "[Paper] Collection." Robert C. Williams Paper Museum, Georgia Institute of Technology. <http://ipst.gatech.edu/amp/collection/index.htm>
- "Microfilm and Microfiche." NEDCC Leaflet 6:1. <http://www.nedcc.org/resources/leaflets/6Reformatting/01MicrofilmAndMicrofiche.php>
- Baker, Nicholson. 2001. "Chapter 34: Turn the Pages Once" from Double Fold: Libraries and the Assault on Paper. [Available here.](#)
- Fountain, Henry. 2009. "Digging Into the Science of That Old-Book Smell." New York Times. <http://www.nytimes.com/2009/11/17/science/17obbook.html>
- Zachary, Shannon. 2002. "Mass deacidification in 2002 and the University of Michigan experience." ARL bimonthly report 224. pp. 6-9. <http://www.arl.org/bm~doc/massdeacid1.pdf>

WATCH TWO VIDEOS:

- Slow Fires.
 - Into the Future.
1. To watch the videos, go to this link: <http://statelibrarync.org/libr259/>
 2. You will be asked for a login & password. They are libr259 & preserve. Slow Fires is a single .mov file; Into the Future is in broken into 5 .mov file. Start with Slow Fires, then watch "IntoTheFuture1," and watch them in order.
 3. Ignore the other files in the directory.

Module 2: Special Cases: Audio, Video, Microfilm, etc.

READ:

- Burkel, Russ. 2003. "The role of microfilm in information management." Information Management Journal. http://www.thefreelibrary.com/_/print/PrintArticle.aspx?id=97393131
- "Chapter 2, Understanding film and how it decays," Film preservation guide, 6-18. <http://www.filmpreservation.org> (click on Preservation Basics, then Film Preservation Guide)
- Van Bogart, John. 1995. Magnetic tape storage and handling. Washington, D.C.: Commission on Preservation and Access and the National Media Laboratory, chapters 1-2, 4. <http://www.imaginar.org/dppd/DPPD/126%20pp%20Magnetic%20Tape%20Storage.pdf>
- Videotape identification and assessment guide. Texas Commission on the Arts. Read sections "How can I identify a video format and know its characteristics?," "What are the risks to video materials?," "What conservation actions should be taken if the video is at risk?," and "Glossary." <http://www.arts.state.tx.us/video>

Week 4 (Moving into the digital realm)

Module 1: The Saga of the Domesday Book; Overview & General Digital Preservation Concepts

READ:

- Abbot, Daisy. 2003. "Overcoming the dangers of technological obsolescence: Rescuing the BBC Domesday project." DigiCult.info, issue 4: p.7-10.
http://www.digicult.info/downloads/digicult_newsletter_issue4_lowres.pdf
- Lee, Dave. 2011. "Domesday Reloaded Project opens at Bletchley Park." BBC.com. <http://www.bbc.co.uk/news/technology-16053184>.
- Johnson, John, Jr. 2009. "NASA's early lunar images, in a new light: Archivist Nancy Evans knew her mission: to preserve the history of human space exploration." Los Angeles Times, 1.
<http://articles.latimes.com/2009/mar/22/nation/na-lunar22>
- Lavoie, Brian, and Lorcan Dempsey. 2004. "Thirteen Ways of Looking at...Digital Preservation." D-Lib Magazine. <http://www.dlib.org/dlib/july04/lavoie/07lavoie.html>
- Marcum, Deanna, Friedlander, Amy. 2003. "Keepers of the Crumbling Culture: What Digital Preservation Can Learn from Library History." D-Lib Magazine.
<http://www.dlib.org/dlib/may03/friedlander/05friedlander.html>
- "The Relevance of Preservation in a Digital World." NEDCC Leaflet 6:4.
<http://www.nedcc.org/resources/leaflets/6Reformatting/04RelevanceOfPreservation.php>

WATCH:

- Digital Preservation and Nuclear Disaster: An Animation. DigitalPreservationEurope (DPE).
<http://www.youtube.com/watch?v=pbBa6Oam7-w>
- Team Digital Preservation and the Deadly Cryptic Conundrum: An Animation. DigitalPreservationEurope (DPE). <http://www.youtube.com/watch?v=YunghkPPFgM>

Module 2: Bits & Bytes: An Introduction to Computing (and thereby, Digital Preservation) Technology

REVIEW:

- Brown, Adrian. 2008. "Graphics File Formats." The National Archives UK.
<http://www.nationalarchives.gov.uk/documents/graphic-file-formats.rtf> (especially sections 2, 3.1, 3.3, 3.4, 3.6, 3.8, 4.1, 4.4, 5.2)

READ:

- "Computers: Bits & bytes." OpenLearn LabSpace, Chapters 2-5.
<http://labspace.open.ac.uk/course/view.php?id=3688>
- Peters McLellan, Evelyn. 2007. "General Study 11 Final Report: Selecting Digital File Formats for Long-Term Preservation." InterPARES 2 Project. [Available here \(pdf\)](#).
- State Library of North Carolina. 2008. Guidelines on the acceptance of file formats in the digital repository. [Available here \(pdf\)](#)

Week 5 (The whys and hows of digital preservation)

Module 1: Why Digital Preservation?; Ongoing Challenges

REVIEW:

- 2003. Guidelines for the Preservation of Digital Heritage. UNESCO.
<http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>

READ:

- Hedstrom, Margaret. 1998. "Digital Preservation: A Time Bomb for Digital Libraries," Computers and the Humanities, 189-202.
http://deepblue.lib.umich.edu/bitstream/2027.42/42573/1/10579_2004_Article_153071.pdf
- Rothenberg, Jeff. 1995. "Ensuring The Longevity Of Digital Documents." Scientific American, 272 (1), 42-47. <http://www.clir.org/pubs/archives/ensuring.pdf> (May load slowly.)
- Rothenberg, Jeff. 1999. "Avoiding Technological Quicksand: Finding a Viable Technical Foundation for Digital Preservation," CLIR Reports. www.clir.org/pubs/reports/rothenberg/pub77.PDF (May load slowly.)
- Stille, Alexander. 1999. "Overload," New Yorker, 38-41. [Available here \(pdf\)](#)
- Thibodeau, Kenneth. 2002. "Overview of Technological Approaches to Digital Preservation and Challenges in Coming Years." Conference Proceedings, The State of Digital Preservation: An International Perspective, Washington, D.C.

Module 2: Selection & Appraisal; Attributes to Preserve

DO:

- "Digital Preservation Management Tutorial." Inter-university Consortium for Political and Social Research (ICPSR). <http://www.icpsr.umich.edu/dpm/index.html>

REVIEW:

- 2004. "Ingest Strategy" and "Digital Preservation Policy Tool." erpa guidance.
<http://www.erpanet.org/guidance/index.php>

READ (SELECTION):

- 2004. "Appraisal Policy, Version 1." The National Archives (UK).
<http://www.nationalarchives.gov.uk/information-management/projects-and-work/appraisal.htm>
- Rieger, Oya. 2008. "Preservation in the Age of Large Scale Digitization." Council on Library and Information Resources. <http://www.clir.org/pubs/reports/pub141/pub141.pdf>

READ (ATTRIBUTES):

- 2000. "Authenticity in a Digital Environment," CLIR.
<http://www.clir.org/pubs/reports/pub92/contents.html>

Week 6 (preservation standards, frameworks, and best practices)

READ:

- 2006. "Digital Preservation: Continued access to authentic digital assets." JISC briefing paper. <http://www.jisc.ac.uk/media/documents/publications/digitalpreservationbp.pdf>
- 2006. "Immortal Websites?" Press Release. [Available here \(pdf\)](#)
- 2009. "ALA/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries" <http://www.archivists.org/statements/ALA-SAA-Access09.asp>
- "Digital Preservation." NEDCC Preservation Leaflet 6:5. <http://www.nedcc.org/resources/leaflets/6Reformatting/o8DigitalPreservationReadiness.php>
- "What is Digital Curation?" Digital Curation Centre. <http://www.dcc.ac.uk/digital-curation/what-digital-curation>
- van der Hoeven, J. R. 2004. "Permanent Access Technology for the virtual heritage." <http://jeffrey.famvdhoeven.nl/Researchtask%20IBM%20TU%20Delft%20-%20J.R.%20van%20der%20Hoeven.pdf>

Week 7 (OAIS reference model)

REVIEW:

- 2006. "Requirements for Trustworthy Recordkeeping Systems and the Preservation of Electronic Records in a University Setting." Tufts and Yale: Fedora and the Preservation of University Records, section 1.5 <http://dca.tufts.edu/features/nhprc/reports/index.html>.

READ:

- 2002. Summarizing: CCSDS 650.0-B-1: Reference Model for an Open Archival Information System (OAIS). Blue Book, issue 1. [Adopted as ISO 14721:2003.] <http://public.ccsds.org/publications/archive/650xob1.pdf>
- Lavoie, B. 2004. "The Open Archival Information System Reference Model: Introductory Guide." DPC Technology Watch Report series, 04-01. http://www.dpconline.org/docs/lavoie_OAIS.pdf

Week 8 (preservation metadata)

REVIEW:

- 2008. "PREMIS Data Dictionary for Preservation Metadata, version 2.0." Library of Congress. <http://www.loc.gov/standards/premis/v2/premis-2-0.pdf>

READ:

- Bulterman, Dick C. A. 2004. "Is it Time for a Moratorium on Metadata?" IEEE. [Available here](#).
- Caplan, Priscilla. 2009. "Understanding PREMIS." Library of Congress. <http://www.loc.gov/standards/premis/understanding-premis.pdf>

- IEEE LTTF. 2003. "Placing Our Stuff So We Can Find it Later." IEEE Computer Society Learning Technology Task Force (LTTF). <http://www.ieeetcit.org/issues/october2003/index.html#4>
- McCargar, Victoria. 2005. "No Pain--No Metadata." The Seybold Report. <http://www.loc.gov/standards/premis/No%20Pain-No%20Metadata.pdf>

Week 9 (Assessment)

REVIEW:

- "Digital Repository Audit Method Based on Risk Assessment (DRAMBORA)." Digital Curation Centre and Digital Preservation Europe. <http://www.repositoryaudit.eu/download>. [Toolkit \(in pdf\)](#) and the worksheets in [Word \(doc\) format](#) and [Excel \(xls\) format](#) if you would prefer not to register at the DPE website.
- "ISO Working Group on Digital Repository Audit and Certification." <http://www.crl.edu/Archiving%20%2526%20Preservation/Digital%20Archives/Metrics%20for%20Assessing%20and%20Certifying-o>

READ:

- 2007. "Trustworthy Repositories Audit & Certification: Criteria and Checklist, Version 1.0." Center for Research Libraries. http://www.crl.edu/sites/default/files/attachments/pages/trac_o.pdf
- Center for Research Libraries. 2010. "Certification and Assessment of Digital Repositories." <http://www.crl.edu/archiving-preservation/digital-archives/certification-and-assessment-digital-repositories> and be sure to review the audit documents about the Portico project and Hathi Trust.
- Ross, Seamus, McHugh, Andrew. 2006. "The Role of Evidence in Establishing Trust in Repositories." D-Lib Magazine, 12 7/8. <http://www.dlib.org/dlib/july06/ross/07ross.html>.
- Smith, MacKenzie, Moore, Reagan W. 2007. "Digital Archive Policies and Trusted Digital Repositories," International Journal of Digital Curation 2:1. <http://www.ijdc.net/ijdc/article/view/27/30>

Week 10 (Repositories & DAMs)

Module 1: The Story of Repositories

REVIEW:

- Chris Rusbridge's Digital Curation blog posting about repositories and preservation. <http://digitalcuration.blogspot.com/2009/02/repositories-and-preservation.html>
- SHERPA Project <http://www.sherpa.ac.uk/>
- Ten Principles for Minimum Requirements for Trustworthy Digital Preservation Repositories. Center for Research Libraries. <http://www.crl.edu/archiving-preservation/digital-archives/metrics-assessing-and-certifying/core-re>

READ:

- 2008. "LOCKSS: How It Works." LOCKSS website. http://www.lockss.org/lockss/How_It_Works
- 2008. "Keeping The Records Of Science Accessible: Can We Afford It?" In Report on the 2008 Conference of the Alliance for Permanent Access, Budapest.

http://www.alliancepermanentaccess.org/wp-content/uploads/2010/12/documenten_Alliance2008conference_report.pdf

- Carr, Les. 2009. "Eprints: Repositories for Grass Roots Preservation." Powerpoint presentation. [Available here \(pdf\)](#).
- Halbert, Martin. 2009. "The Digital Calf-Path: Growing and Sustaining Digital Collections in the 21st Century." Digital Directions 2009. Powerpoint presentation. [Available here \(pdf\)](#).
- York, Jeremy. 2009. "This Library Never Forgets: Preservation, Cooperation, and the Making of HathiTrust Digital Library." Proceedings of the Archiving 2009 Conference. <http://www.hathitrust.org/documents/This-Library-Never-Forgets.pdf>

Module 2: Commercial DAMs, Library & Archival Repositories

READ:

- 2008. "Managing digital assets at the ACME Foundation: request for proposal" [Available here \(pdf\)](#).
- Iordanidis, Martin. 2009. "Digital Preservation Exchange: Exchange Report." Digital Preservation Europe. http://www.digitalpreservationeurope.eu/exchange/DPE_ExchangeReport_BBC.pdf
- Wager, Skiff. 2005. "Digital asset management, media asset management, and content management: From confusion to clarity." Journal of Digital Asset Management. [Available here \(pdf\)](#).
- Weinstein, Perry. 2006. "So what is asset management anyway?" Journal of Digital Asset Management. [Available here \(pdf\)](#).

Week 11 (Special challenges)

REVIEW:

- "Preservation Basics." National Film Preservation Foundation. <http://www.filmpreservation.org/>
- WayBack Machine. <http://www.archive.org/web/web.php>

READ:

- **SEE THE WEEK 11 DISCUSSION FORUM FOR THIS WEEK'S READINGS.** The readings are attached to the discussion forum message introducing the topic. Email me if you have questions.

Week 12 (Economics)

READ:

- "Blue Ribbon Task Force on Sustainable Digital Preservation and Access. 2010. "Sustainable Economics for a Digital Planet: Ensuring Long-Term Access to Digital Information." http://brtf.sdsc.edu/biblio/BRTF_Final_Report.pdf
- Schwartz, John. 2008. "In Storing 1's and 0's, the Question Is \$" New York Times. <http://www.nytimes.com/2008/04/09/technology/techspecial/09store.html?%2334=&sq=&st=nyt&%2359;digital%20preservation=&%2359;=&scp=2&adxnnlx=1312854598-qJ6sbzyud3DH3ozBDudb2g&pagewanted=print>

- Loy, Matthew, and Nancy L. Maron. 2011. "Funding for Sustainability: How Funders' Practices Influence the Future of Digital Resources." JISC. http://sca.jiscinvolve.org/wp/files/2011/06/examination_funder_polices_practices_UK.pdf

Week 13 (Life cycle & legal issues)

Module 1: Understanding the Digital Object Life Cycle from Planning to Deaccessioning or Reuse

REVIEW:

- 2009. "North Carolina Department of Cultural Resources Digital Preservation Plan - DRAFT." [Available here \(pdf\)](#).
- 2009. "Preservation Policy." National Library of Australia. <http://www.nla.gov.au/policy-and-planning/preservation-policy>
- McGovern, Nancy Y. 2009. "ICPSR Digital Preservation Policy Framework" ICPSR. <http://www.icpsr.umich.edu/DP/policies/dpp-framework.html>

READ:

- Bishoff, Liz. "Planning for Digital Preservation. A Self-Assessment Tool." NEDCC. <http://www.nedcc.org/resources/digital/downloads/DigitalPreservationSelfAssessmentfinal.pdf>
- Higgins, Sarah. 2008. "The DCC Curation Lifecycle." The International Journal of Digital Curation, 1:3. <http://www.ijdc.net/index.php/ijdc/article/download/69/48>
- Robinson, Mary. 2008. "Institutional Repositories: Staff and Skills requirements." SHERPA. <http://www.sherpa.ac.uk/documents/staffandskills2008.pdf>

Module 2: Legal Issues

REVIEW:

- Hirtle, Peter. 2011. "Copyright Term and the Public Domain in the United States." <http://copyright.cornell.edu/resources/publicdomain.cfm>
- Section 108 Study Group home page at: <http://www.section108.gov/>
- Section 108 Spinner. (a guide to applying fair use in libraries). <http://www.librarycopyright.net/108spinner/>
- Library of Congress, Joint Information Systems Committee, et al. 2008. "International Study on the Impact of Copyright Law on Digital Preservation." http://www.digitalpreservation.gov/library/resources/pubs/docs/digital_preservation_final_report2008.pdf

READ:

- Catholic University of America, Office of General Counsel. "Copyright and Digital Images." 2010. <http://counsel.cua.edu/copyright/resources/digital/index.cfm>
- Kahle, Brewster. 2003. "Exemptions Notice of Inquiry." [Available here \(pdf\)](#).
- Mintz, Jessica. 2009. "Electronic evidence firm grilled over absent memos." Associated Press. <http://www.law.com/jsp/pa/PubArticlePA.jsp?id=1202428322425&slreturn=1&hbxlogin=1>

- Hathi Trust and the Author's Guild lawsuit: http://www.hathitrust.org/authors_guild_lawsuit_information

Week 14 (disaster)

DO:

- "d-Plan: The Online Disaster-Planning Tool - DEMO." NEDCC. <http://www.dplan.org>

SKIM:

- Connecting to Collections Website from IMLS. <http://www.imls.gov/collections/>
- "Disaster plan workplan." NYU Libraries. <http://library.nyu.edu/preservation/disaster/toc.htm>
- Heritage Preservation. "Emergency Response and Salvage Wheel." <https://www.heritagepreservation.org/catalog/Wheel1.htm>
- Heritage Preservation. "Emergency National Task Force - Response and Recovery Resources." <http://www.heritagepreservation.org/PROGRAMS/TFRespRecover.html>
- Lyris disaster resources. <http://www.lyris.org/Preservation/Disaster-Resources.aspx>
- "Disaster planning worksheet." NEDCC Leaflet 3:4. http://www.nedcc.org/resources/leaflets/3Emergency_Management/04DisasterPlanWorksheet.php
- National Film & Sound Archive. "Disaster Planning: Disaster Prevention and Disaster Recovery Planning." <http://www.nfsa.gov.au/preservation/handbook/disaster-planning/>

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- "Disaster Planning." NEDCC Leaflet 3:3. http://www.nedcc.org/resources/leaflets/3Emergency_Management/03DisasterPlanning.php
- Gelertner, Judith. 2005. "Loss Prevention Strategies for the 21st Century Library: why theft prevention should be high priority" Information Outlook. http://findarticles.com/p/articles/mi_moFWE/is_12_9/ai_n27863797/
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Week 15 (Final Visions)

REVIEW:

- Darnton, Robert. 2008. "The Library in the New Age." *New York Review of Books*. <http://www.nybooks.com/articles/21514>

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http://www.digitalpreservationeurope.eu/publications/position/Ross_Harvey_black_hole_PPP.pdf
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- Pfanner, Eric. 2009. "Publishers lay out plan to save newspapers." New York Times.
<http://www.nytimes.com/2009/12/07/business/media/07iht-springer07.html>
- Ward, Robyn. 2010. "Nicholson Baker Redux." Oregon Library Association Quarterly (16:01). [Available here \(pdf\)](#).

WATCH:

- Team Digital Preservation and the Aeroplane Disaster: An Animation. DigitalPreservationEurope (DPE). <http://www.youtube.com/watch?v=EKnsZZzuUr4>